

# CODE ENFORCEMENT INTERN

**PURPOSE:** The Code Enforcement Intern performs exterior inspections and conducts public information programs within a designated geographic area. Code Enforcement interns are also required to attend and complete college-level coursework as defined in the Intern Program Curriculum determined by the Department of Neighborhood Services. The experience of this position combined with the coursework set forth in the Intern Program Curriculum combined is intended to prepare the incumbent for promotional opportunities within the Department of Neighborhood Services.

## ESSENTIAL FUNCTIONS:

- ◆ Conducting surveys and inspections to identify building maintenance and other exterior code violations.
- ◆ Meeting with residents, property owners, block clubs and community groups to discuss initiatives to improve neighborhood conditions.
- ◆ Issuing and enforcing orders to correct violations relating to building code maintenance and other exterior violations.
- ◆ Attending classes, in-services and other training sessions.
- ◆ Performing other job-related responsibilities as assigned.

**NOTE:** *This is a 2-year training position that combines classroom training and on-the-job experience to prepare individuals for entry-level inspector positions. The Intern Program Curriculum described under the minimum requirements below consists of an approximate total of 31 college credits in the combined fields of English, Social Sciences, Math/Computers, Architecture, and Real Estate.*

## MINIMUM REQUIREMENTS:

1. Eligibility to enroll in college-level courses as defined by the Department of Neighborhood Services in the Intern Program Curriculum.
2. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment (car allowance provided).
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

1. Ability to attend and complete college-level courses defined in the Intern Program Curriculum
2. Ability to read and interpret the Milwaukee Code of Ordinances
3. Written communication skills
4. Interpersonal skills
5. Oral communication skills
6. Ability to interact with the public tactfully and professionally
7. Knowledge of basic math
8. Must comply with departmental dress code

**CURRENT PAY RANGE (529) IS:** \$24,699 - \$26,376 annually.

#07-106 - JRS (CS)

8/22/07

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